AGENDA ITEM 6
RLA 23/3/23

PARKS REPORT
RLA – 23 March 2023

Broomfield:

A replacement cover for the cricket standpipe has been made and installed.

The pitches have been chain harrowed using the tractor.

Football pitches and crickets square have been cut using the ride-on mower.

Football pitches have been "slit" using the tractor.

A broken swing in the play area has been re-hung.

The "permanent" goal has been removed in preparation for relocating the small pitch.

Eagles Road:

Concrete spurs have been installed to secure the fence posts.

A broken hinge on one of the access gates has been repaired.

Heritage Park:

The alleyway at Childs Crescent has been cut back / cleared.

PROW DS6 has been cleared / cut back and the sight lines maintained.

Knockhall:

The tree whips were pulled out of the ground again and have been re-planted.

The previously agreed works to the Leylandii were scheduled to take place on 2,3 and 6 February 2023 but this was delayed due to Covid at the contractors.

The football pitches have been "slit" using the tractor.

The bank at Parkwood Hill has been cleared of fly tipping.

Manor Park:

Slabs have been installed under/in front of the benches.

Swanscombe Park:

The hedge line near the community orchard (adjacent to the cemetery) has been cleared of ivy and shrubs.

A tin cover has been manufactured by the parks staff and installed on the bowls green double garage doors.

A new water heater has been installed in the staff toilets.

The benches at the Town Green have been re-furbished.

The work, from last years Annual Safety Inspection, on the multi-play unit has been completed.

The boards in the gulliesaround the vbowls green are being -refurbished / replaced.

Saxon Court:

The shrubs along the stretch of land outside the play area (by the bus stop) have been cut back.

Equipment / Staffing:

As previously agreed, the NWR van has been replaced with a petrol van.

A chipper has been purchased.

A tow bar has been fitted to van NJ63 BFP and it has had its MOT undertaken.

Miscellaneous:

The Leisure Centre car park has been cut back and hedge trimmed.

The slabs on the footpath within the Grove Hall compound have been raised and relayed to minimize any trip hazards.

The shrubs at the vehicle access at Keary Road allotments have been cut back.

The Spring bulbs planted at all sites are now coming through.

Recommended: To note.

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SWANSCOMBE AND GREENHITHE TOWN COUNCIL

MEMORIAL POLICY.

This Policy was reviewed by the full Council at its AGM held on 19 May 2022 (Minute 202.23)

21 FEB 2023

AGENDA ITEM 7.1

RLA 23/3/23

APPLICATION FOR A MEMORIAL.

Applicants MUST read the Swanscombe and Greenhithe Town Council policy on memorials prior to making an application.

Please complete the form and return by post to Swanscombe and Greenhithe Town Council, Council Offices, The Grove, Swanscombe, Kent, DA10 0GA
Applicants Name: Pamela Jones-McGill
Applicants telephone number: [redacted]
Applicants email address: pamelajonesmcgill@[redacted]
Applicants home address: [redacted] Tradescant Drive Meopham Kent [redacted]
Have you read our Memorial Policy : Yes
Applicants signature: [redacted]
Date of application: 17.02.2023
REQUESTED MEMORIAL TYPE: Bench without plaque / Bench with plaque / Tree (Plaque)
DETAILS OF MEMORIAL (e.g. plaque inscription): Please give details below. William albert May 'Bill' Forever in our hearts 21.06.1958 - 08.04.2019.

P.T.O. →

Pamela Jones-McGill

pamelajonesmcgill [redacted]

William Albert May was a Swanscombe born boy and young man. 'Bill' grew up in swanscombe along with his family in Broad Road and Alameri Road. Bill's Mother was born and lived in Swanscombe all her life and died and was buried in Swanscombe Cemetary. Bill has three siblings still living in Swanscombe. Bill loved Swanscombe and especially loved, and had fond memories of the land behind the Sports Centre, The Heritag Park, Craylands Lane. Bill lived in Swanscombe, grew up in Swanscombe, had Schooling in Swanscombe and loved it.

I am Bill's sister, and he asked me, before he passed to place Something there in memory of this special place.

I am asking to return, replace this very special plaque in memory of this very special person and this place in his heart.

SWANSCOMBE AND GREENHITHE TOWN COUNCIL

COUNCIL OFFICES
THE GROVE
SWANSCOMBE
KENT, DA10 0GA

Tel: 01322 385513
Fax: 01322 385849

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To: Whom it may concern

COPY

19 January 2023

Dear

Some time ago the Town Council became aware that a memorial had been placed in The Heritage Park, Craylands Lane, Swanscombe, DA10 0LP (photo enclosed). Since then, we have been trying to contact whoever was responsible to enable us to advise them that the Town Council has a Memorial Policy and to give them the opportunity to complete and submit an Application for a Memorial form (enclosed).

With this in mind could you please use the enclosed information, and form, to submit a request to the Town Council for consideration.

Please be aware that if a formal request has not been received by 28 February 2023 the memorial will be removed from its current location and stored for you to collect.

Whilst the Town Council understand the sensitive nature of this issue, I trust you appreciate the reasoning behind this letter.

Yours sincerely,

Graham Blew
Town Clerk.

website: www.swanscombeandgreenhithetowncouncil.gov.uk
email: graham.blew@swanscombeandgreenhithetowncouncil.gov.uk

LOCAL COUNCIL AWARD SCHEME FOUNDATION

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EXTRACT OF MINUTES

385/22-23. "MEMORIAL" IN HERITAGE PARK.

At the previous meeting, minute 299/22-23, Members had agreed for this item to be deferred, and the memorial left in situ, whilst final attempts were made to identify the family concerned and request that they apply for a memorial as per the Town Council Memorial Policy.

After lengthy discussion it was agreed.

Recommended:

1. That a letter, along with an Application for a Memorial, be sent to the family. This would be hand delivered by Councillor Lorna Cross and the letter would invite an application to be made for the correct placement of the memorial, as per the Town Councils policy.

2. That a deadline be placed on the letter giving a month (until the end of February) for a response. At this point if no response had been received the memorial would be removed and sensitively stored for the family to collect

EXTRACT OF MINUTES

299/22-23. "MEMORIAL" IN HERITAGE PARK.

At the previous meeting, minute 198/22-23, Members had agreed for this item to be deferred, and the memorial left in situ, whilst final attempts were made to identify the family concerned and request that they apply for a memorial as per the Town Council Memorial Policy.

Members asked that Councillor Lorna Cross be given the opportunity to further contact the relatives requesting that they submit an application as per the Memorial Policy.

Recommended: That Councillor Lorna Cross be given the opportunity to further contact the relatives requesting that they submit an application as per the Memorial Policy.

198/22-23. "MEMORIAL" IN HERITAGE PARK.

At the previous meeting, minute 84/22-23, Members were informed that someone had placed a "memorial" in the Swanscombe Heritage Park which the Town Council had not received any prior requests or been contacted about.

Members considered how to deal with this issue, and after discussion, it was agreed that Councillors Lorna Cross, Ann Duke and Peter Harman would contact the local churches and Kent Registrars in an attempt to identify the family concerned and request that they apply for a Memorial as per the Town Council Memorial Policy.

Recommended: That the item be deferred to the next meeting of the committee, and the memorial left in situ, until a final attempt had been made to identify the family concerned and request that they apply for a Memorial as per the Town Council Memorial Policy.

EXTRACT OF MINUTES

84/22-23. "MEMORIAL" IN HERITAGE PARK.

Officers had been informed that someone had placed a "memorial" in the Swanscombe Heritage Park. The Town Council had not received any prior requests or had not been contacted regarding this.

Members were asked to consider how to deal with this issue and after discussion it was agreed that Councillor Lesley Howes would try and contact the family concerned and ask them to apply for a Memorial as per the Memorial Policy.

Recommended: That the item be deferred, and the memorial left in situ, until an application for a memorial had been received and considered.

William Albert
'Bill'
21.06.1958 - 08.04.2019

SWANSCOMBE AND GREENHITHE TOWN COUNCIL

MEMORIAL POLICY.

(This Policy was reviewed by the full Council at its AGM held on 19 May 2022 , minute 20/22-23)

Swanscombe and Greenhithe Town Council recognises the wish for memorials and will consider a memorial on land owned or managed by them. The Town Council will consider requests for memorials on an individual basis and retains the absolute right to refuse or limit the number of memorials.

OBJECTIVES:

This policy has been produced with the following guiding principles:

- To be respectful and sympathetic to those seeking to install a memorial;
- To establish responsibility for the maintenance, repair and replacement of memorials;
- To ensure that memorials are not out of place in the area in which they are situated:
- The content of this policy may be revised/amended as necessary at the absolute discretion of the Town Council.

GENERAL:

- All applications for memorials must be made using the Memorial Application form;
- All memorials must be paid for by the applicant prior to purchase and installation by the Town Council. Swanscombe and Greenhithe Town Council will inform the applicant of the price/cost on receipt of a completed application form;
- Swanscombe and Greenhithe Town Council will attempt to accommodate the wishes of the applications but it may limit the number of memorials in a particular area;
- Swanscombe and Greenhithe Town Council accepts no responsibility if a memorial is damaged, vandalised or stolen;
- Swanscombe and Greenhithe Town Council reserves the right to remove memorials at any time;
- Swanscombe and Greenhithe Town Council will only permit memorials to individuals who have lived in Swanscombe and Greenhithe and whose families' have given written consent (to be supplied by the applicant) or, in exceptional circumstances, a historic event. Applications for pets/animals will NOT be considered;
- Memorials will be limited to benches and trees. No additional mementos (vases, statues, flowers, wreaths, balloons or other ornamentation etc.), shall be permitted on or around the memorial. These will be removed without reference to the original applicant.

MEMORIAL POLICY.

(This Policy was reviewed by the full Council at its AGM held on 19 May 2022 , minute 20/22-23)

MEMORIAL BENCHES:

- Benches must be of the type specified by Swanscombe and Greenhithe Town Council in order to be co-ordinated with any other benches already situated in the intended location or to fulfil health and safety or access requirements;
- Swanscombe and Greenhithe Town Council will be responsible for all installation works;
- Memorial plaques fitted to benches will be supplied and fitted by Swanscombe and Greenhithe Town Council;
- A maximum of two memorial plaques per bench will be allowed;
- The inscription on the plaque must be agreed/approved with Swanscombe and Greenhithe Town Council (Town Clerk) and there will be a limit to the number of words *(a person's name, a suitable statement, single line and inoffensive text, text to run horizontally along the plaques widest point, dates if desired)*;
- Swanscombe and Greenhithe Town Council will maintain the bench within its maintenance programme and budget;
- The total cost of installation of a memorial bench will be dependent on the type of bench allowed and the fittings required. Swanscombe and Greenhithe Town Council will purchase the bench, all materials and supply labour for installation and will be reimbursed by the applicant.

MEMORIAL TREES:

- Memorial plaques will NOT be permitted on or near trees. Existing plaques will remain;
- Trees will be chosen by Swanscombe and Greenhithe Town Council in discussion with the applicant to fit the planting scheme for the area. The applicant will be notified of the tree species to be planted;
- The planting of trees may not be possible in some areas;
- Swanscombe and Greenhithe Town Council will charge for the tree, stake, guard and planting labour. The tree will be maintained by Swanscombe and Greenhithe Town Council in line with its maintenance programme and budget.
- The applicant is to be responsible for the first 12 months maintenance of a memorial tree

AGENDA ITEM
RCA 23/3/23 7.2

From: kgbasso
Sent: Sunday, February 5, 2023 3:26 PM
To: Graham Blew <graham.blew@swanscombeandgreenhithetowncouncil.gov.uk>
Cc: Peter Harman <peter.harman@kent.gov.uk>
Subject: Fw: Reply: Replacement goals

Good Morning Graham

As a club we are happy to provide the difference of £109.00 between the 25% funding that the Town Council would provide to enable the purchase of the 3 sets of goals(1x 16x7 and 2 x 12x6) to replace those currently being used at Broomfield and Knockhall this is in addition to the 75% we have already said we would contribute.

We are also happy to donate these to the Town Council on the basis that the Town Council then undertakes responsibility for their ongoing maintenance and that they are only used for match day fixtures.

In terms of any replacement of these goals in view of the considerable financial contribution that we are providing towards the goals we believe it is a reasonable for the Council to be responsible for their maintenance and any potential replacements and I ask that this proposal be placed before the next meeting of either the Recreation,Leisure and Amenities or Town Council for discussion as we have to utilise the funding obtained soon so we would like the Councils support for this proposal sooner rather than later.

In addition can I ask what plans have been made for the storage of the existing Senior Pitch goals once The Pavilion redevelopment commences as be good to understand where these will be stored as the existing storage facility will I assume be demolished along with the main building.If it is likely that the Grove Hall abbé used than I would assume that gates or a gate will need to be provided so if this is the case then as a Council I would assume that you will cover these costs rather than requesting a hirer of the pitches to contribute to the cost of any gate(s).

Regards

Kevin Basson

Secretary

Swanscombe Tigers FC

Swanscombe Tigers FC approached the Town Council asking if it would consider purchasing metal folding goals which could be stored in their container at Broomfield.

They then contacted the Town Council asking to extend this request to include replacing the goals at Knockhall too and offering to contribute 75% of the cost of replacing all the goals as they had obtained funding from Kent County Council. "subject to the Town Council agreeing to cover the ongoing costs of maintenance and repairs of the goals provided".

- Any metal goals at Knockhall would have to be stored within the compound and would open to the elements etc.

Cost of current plastic goals that are used (already purchased) is £400.00 per pitch (3 sets x £400.00 = **£1,200.00**).

Swanscombe Tigers FC have been unwilling to agree to be responsible for the future maintenance/replacement of the metal folding goals and have said that they feel it is reasonable for the Town Council to be responsible for their maintenance and any potential replacements.

- Whilst the initial outlay requested from the Town Council is approximately £537.00 (detailed below) future maintenance and replacement of metal folding goals will be more expensive than the current plastic goals.

Costs for metal folding goals:

x2 sets	12x6	£1,301.97 inc delivery
x1 set	16x7	£846.94 inc delivery
x3 sets	TOTAL	£2,148.91 inc delivery
Town Council	25%	**£537.22**

Recommended: To discuss and advise accordingly.

SWANSCOMBE AND GREENHITHE TOWN COUNCIL

COUNCIL OFFICES
THE GROVE
SWANSCOMBE
KENT, DA10 0GA

Tel: 01322 385513
Fax: 01322 385849

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AGENDA ITEM 7.5
RLA 23-3-23

Resident of [redacted] Pentstemon Derive
Swanscombe
Dartford
Kent
DA10 0NB

8 March 2023

Dear Resident

UNAUTHORISED CUTTING OF TREES – BROOMFIELD PARK, SWANSCOMBE,

I understand that PCSO Dan Roberts (Kent Police) spoke to you on 7 March 2023 regarding the unauthorised works undertaken on the x4 Wild Cherry trees in Broomfield Park.

The works on the trees have been undertaken without the consent or permission of the Town Council and were also not made in accordance with the common law relating to the cutting of overhanging trees.

Whilst I am sure the works were carried out with good intentions, please be aware that no work can be undertaken without prior permission from the Town Council, in writing, and the company contracted to complete the work must be approved by the Town Council, in writing, prior to the work being undertaken.

The Town Council has an agreed Policy for the management of its trees, and this includes the following:

NEIGHBOURING PROPERTIES – OVERHANGING BRANCHES FROM COUNCIL TREES.

Where a neighbour has concerns about branches of Council owned/managed trees overhanging their property they are required to contact the Council before attempting to undertake any work so that a dialogue can take place as, where work taken in isolation, the result can be an un-balanced tree which is not a desirable outcome. Although there is a legal right to trim overhanging branches, but only from within the adjacent property boundaries this can only be done if it does not have any detrimental effect on the tree and, the cut branches must be offered back to the Council. Any works requested must be undertaken by a Qualified Arborist approved by the Council and at the requestors' expense".

EXCEPTIONS FROM CONSIDERATION FOR REMEDIAL WORKS.

The Council will not, unless legally obliged to do so, consider undertaking remedial works to otherwise healthy and well-formed trees in the following circumstances –

- *to create or reinstate private views.*
- *loss of light or shading of gardens, rooms, or solar panels or where the canopy is blocking light.*
- *due to the size or height of a tree (trees are naturally large organisms).*
- *trees and branches overhanging adjacent property, outbuildings, or gardens unless they pose a health or safety risk.*
- *reduced security by virtue of concealment or reduced visibility.*
- *alleged damage to property/gardens by roots or branches (direct or indirect).*
- *interference with transmitted signals (TV, satellite, cable or other forms of electronic communication or reception).*
- *interference with BT & electricity company services.*
- *during the bird breeding season unless work is required for urgent health and safety reasons.*
- *where a tree contains roosting bats unless work is required for urgent health and safety reasons.*
- *presence of vermin.*
- *in response to a natural event that does not pose a health and safety risk such as falling of matter such as nuts, shedding of leaf, seed, fir cone, twig, flower litter, fruit debris, general vegetative detritus, and wildlife/bird droppings.*
- *vandalism.*
- *dripping secretions such as honeydew or sap.*
- *hayfever/allergies.*
- *dampness, algae, moss, and fungal growth unless required for the health of the tree or surrounding trees.*

The Town Council do undertake a survey of all its trees every 5 years, and this was undertaken in 2019. If, in the future, you would like an assessment to be undertaken of particular/specific trees then the Town Council can arrange for this to be undertaken by our preferred Consultant (a Qualified Arborist). The cost of this assessment, and any subsequent remedial works, would be undertaken at your expense and would be recoverable via payment of an invoice issued by the Town Council.

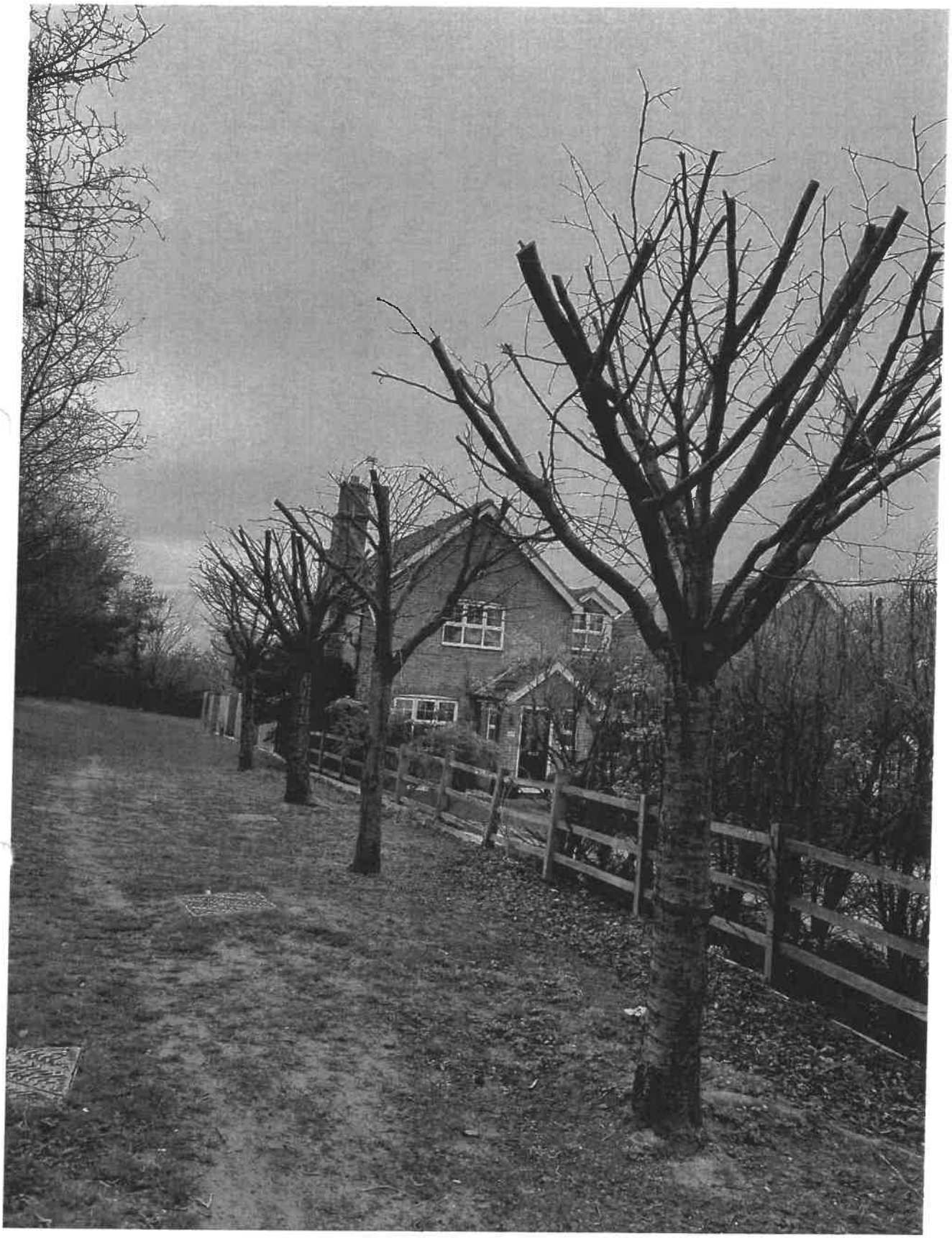
This is obviously an unfortunate incident that hopefully will not be repeated in the future as it may result in legal proceedings.

Thank you for your time and co-operation.

Yours sincerely

Graham Blew
Town Clerk

website: www.swanscombeandgreenhithetowncouncil.gov.uk
email: rfo@swanscombeandgreenhithetowncouncil.gov.uk



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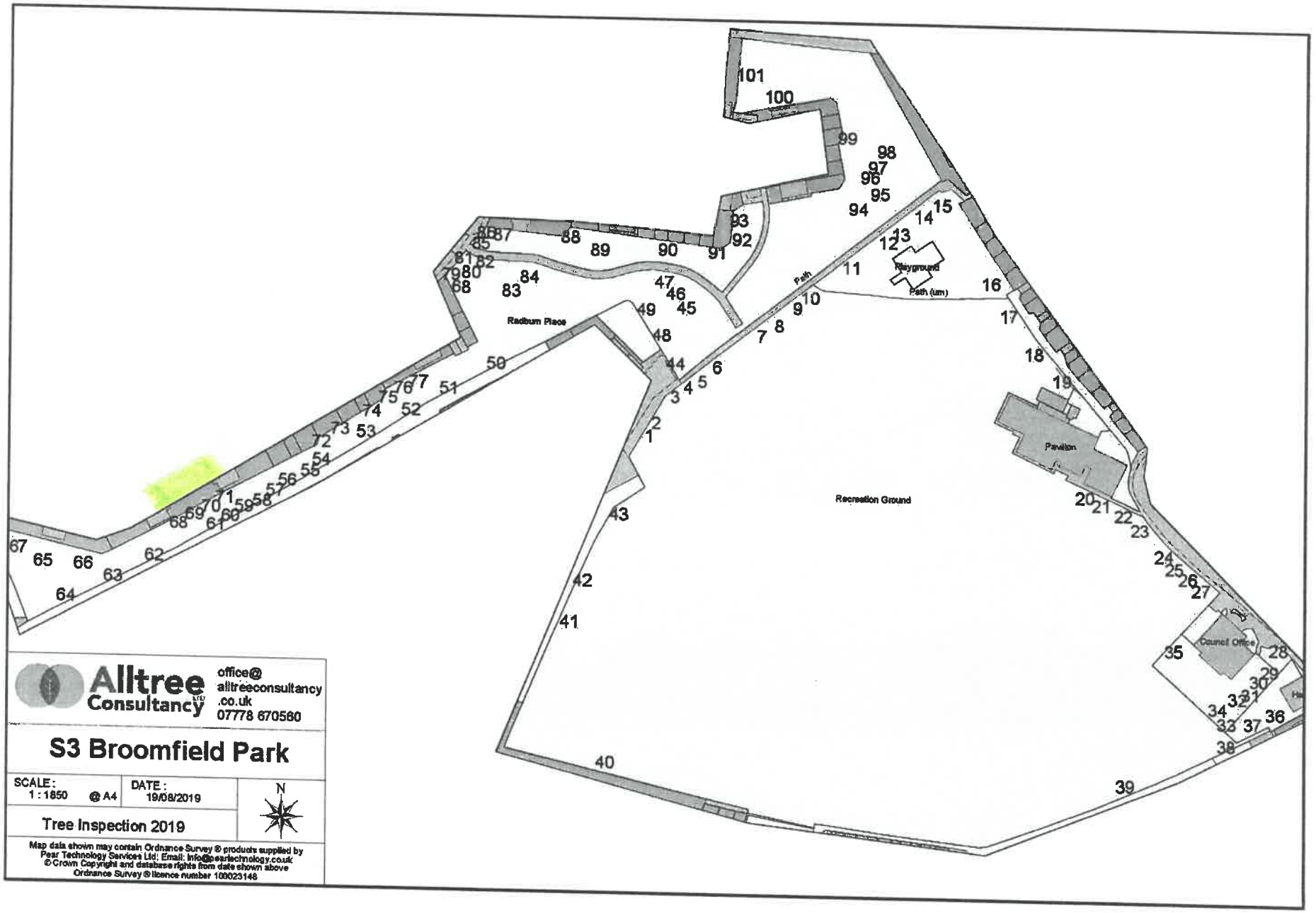

LOCATION OF X4 WILD CHERRY TREES

EXTRACT OF LAST TREE SURVEY

Tree Id	Common Name	Latin Name	Spread Radius (m)	Maturity	Overall	Observations	Works required	Priority
66	Mountain Ash	Sorbus aucuparia	2	Semi mature	Good		None at present	
67	Scots Pine	Pinus sylvestris	3	Semi-mature	Good		None at present	
68	Wild Cherry	Prunus avium	4	Semi-mature	Fair	Minor dead. Has been heavily reduced	None at present	
69	Wild Cherry	Prunus avium	4	Semi mature	Good		None at present	
70	Wild cherry	Prunus avium	3	Semi mature	Good		None at present	
71	Wild cherry	Prunus avium	3	Semi mature	Good		None at present	

Key: All measurements are estimated unless stated. Spread figures are approximate in metres. Age Class: (if used) NP = Newly Planted. Y = First Third of the expected life for the species. Med = Second Third of the expected life for the species. Mat = Final third of the expected life for the species. OM = Fourth Third of the expected life for the species ie Over Mature. Observations and Recommendations – Self explanatory. Significant deadwood = Dead wood greater than 50mm diameter and over 1 metre length. Works will be listed as Urgent: To be done as soon as practical. 3 Months: High priority works to be carried out within 3 months; 6 Months: Moderate works to be carried out within 6 months. Low Priority: to be done within 12 months. None = No works required, no target exists or is excluded. Inspection Frequency: will be governed by the level of risk and the Policy adopted. Where a Re Inspection is required within the normal schedule, it will be listed with a time frame. Interim inspections: These are required after periods of storm etc. No Action at Present = No Action required or specified. The Survey is valid for one year. Severe weather or other events may require an earlier inspection.

Dip.Hort. (Kew) R.F.S.Cert
Arb. Tech. Cert. (Arbor A.) TechArbor A

Arboricultural ASSOCIATION Technician Member

UPDATE ON ELECTRIC VEHICLE CHARGING POINT (EVCP) USAGE AT THE GROVE AND THE SWANSCOMBE CENTRE CAR PARKS (p).

AGENDA ITEM 7.6
RLA 23/3/23

Introduction

Below for members information are the usage statistics for the EVCP charging points at both the Grove Car Park and Swanscombe Centre Car Park between August 2021 and February 2023.

Usage Statistics

	The Grove (4x sockets)			Swanscombe Leisure Centre (2x sockets)		
Date	**Sessions**	**Avrg sessions (min)**	**Energy (kWh)**	**Sessions**	**Avrg sessions (min)**	**Energy (kWh)**
Aug-21	6	4	1			
Sep-21	2	16	1			
Oct-21	6	106	82			
Nov-21	21	61	133			
Dec-21	14	124	192	12	10	14
Jan-22	19	69	154	10	11	17
Feb-22	10	70	102	5	32	19
Mar-22	33	134	578	12	91	120
Apr-22	38	96	434	7	94	46
May-22	76	127	993	9	47	47
Jun-22	69	158	1079	27	100	317
Jul-22	67	147	1149	22	90	246
Aug-22	62	132	924	25	95	293
Sep-22	54	269	1380	25	101	313
Oct-22	99	270	2309	30	103	371
Nov-22	114	259	2733	42	105	542
Dec-22	109	302	2621	42	125	627
Jan-23	137	338	3859	60	127	950
Feb-23	111	271	2437	52	149	1004
Total	**1047**	**155**	**21161**	**380**	**85**	**4926**

Recommended: That the item be noted.

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